

APPOINTMENT

IRDMS the state level Civil Society Organization invites application from eligible candidates for the post of Accountant in different project located in Mayurbhanj/ Balangir/ Bhubaneswar. The candidate should be Graduate in Commerce having 2-3 years of experience in accounting and proficiency in MS Office, Internet operations & Tally with latest version. For detail Visit to **Website:** www.irdms.org to download resume format. Please send your updated resume to irdms.bbsr.hr@gmail.com by **05-11-2026**. Only shortlisted candidate will be called for interview at State Office, IRDMS, Bhubaneswar.

Secretary, IRDMS

Curriculum Vitae (CV) for Proposed Professional Staff

1	Proposed Position / Place	Place:		
2	Name of Firm	Institute of Rural Development & Management Studies (IRDMS)		
3	Name of Staff			
		Contact No & e-Mail ID:		
4	Date of Birth: DD/MM/YYYY	Nationality: INDIAN		
5	Education			
	Name of the Institution	Degree(s)/Diploma(s) Obtained	Dates of Obtainment	
	Computer Proficiency			
	Software's/Operating System	Proficiency		
		Poor	Fair	Good
	MS Office (Word, Excel, Access, PowerPoint etc.)			
	MS Windows/ MS DOS			
	Internet operations			
	Tally Software			
6	Membership of Professional Associations:			
7	Other Training	<i>Training from which Institute</i>	<i>In the Year</i>	

8	Countries of Work Experience			
9	Languages			
	Language	Speaking	Reading	Writing
	Odia			
	English			
	Hindi			
10	Employment Record			
	From [Year]: To [Year]:	Employer:	Positions held:	
11	Detailed Tasks Assigned			
	➤			
12	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned			
(i)	Name of assignment or project:			
	Year:			
	Location:			
	Client:			
	Main project features:	•		

	Positions held:	
	Activities performed:	•
(ii)	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	•
	Positions held:	
	Activities performed:	
(iii)	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	•
	Positions held:	
	Activities performed:	•
(iv)	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	

	Positions held:	
	Activities performed:	➤
(v)	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	
	Positions held:	
	Activities performed:	•
(vi)	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	
	Positions held:	
	Activities performed:	•

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: / /2026

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full Name of authorized representative: **Brahmananda Rout.**